

DDA 85-0060/34  
30 August 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 30 August 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Printing and Photography Division, Office of Logistics (P&PD/OL), has begun publication of a new current intelligence report entitled Mid-Day Intelligence Report (MIR). Various senior government officials are to receive this report by 1300 hours on a daily basis. The production schedule developed for this report allows P&PD only 15 minutes (i.e., 1100-1115 hours) to compose the job and produce master pages to be used by the Office of Current Production and Analytic Support for further reproduction.

b. Headquarters Operations, Maintenance and Engineering Division, (HOME/OL), reports that the last millwork wall section for the temporary security barrier between the North and South cafeteria has been framed and installed. Furthermore, the gazebo frame was erected in the South cafeteria on 22 August. Painting of the gazebo and the millwork wall section should be completed by 29 August.

c. The first offering by the Office of Training and Education (OTE) of Writing in the Directorate of Science and Technology (DS&T) began on 26 August. This course, which was identified as a priority in a DS&T-wide assessment of training needs, provides skills in producing a finished written product on technical subjects for DS&T managers and consumers.

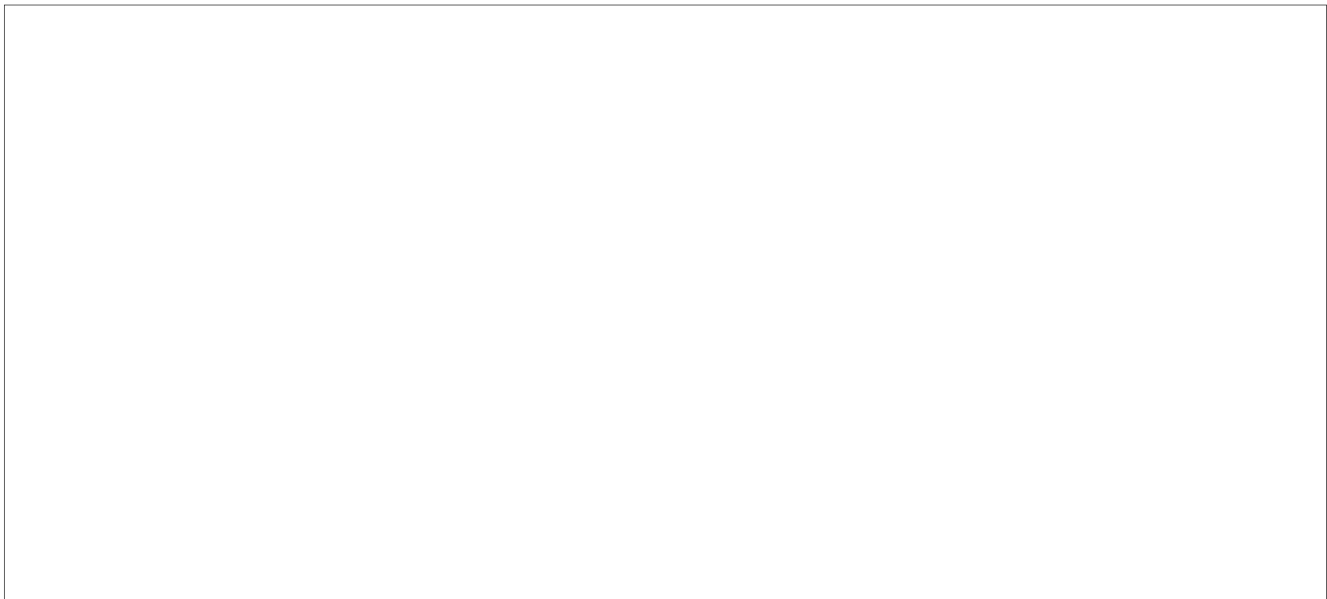
d. During the period 3 - 20 September, two instructors from the Personal Security Branch/OTE will participate in a training program at Summit

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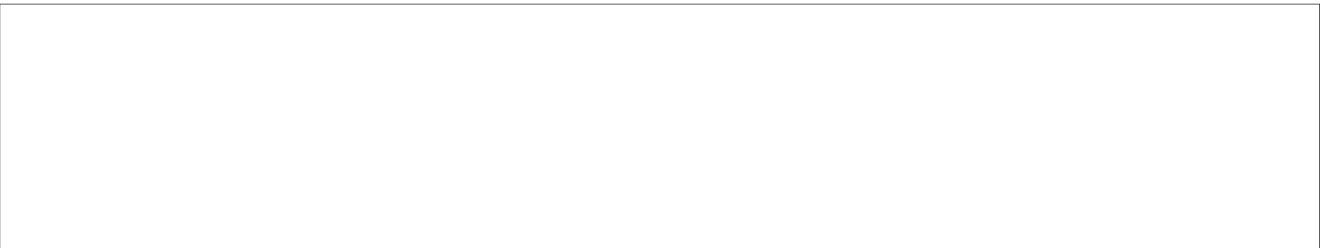
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Point, West Virginia, with members of the State Department Mobile Training Team. The training program will focus on hostage rescue situations and will enable our instructors to sort out information that will be considered for input into the Personal Security Course to alert our employees on hostage rescue procedures.

e. On 23 August, Ambassador Raymond Ewing visited the Language Training Division/OTE for a briefing after an introductory conversation with the DD/OTE. Ambassador Ewing is the new Director of the Foreign Service Institute's (FSI) School of Language Studies. OTE personnel and Ambassador Ewing discussed our many common objectives and problems. The close cooperation we have enjoyed with the FSI language school in the past will undoubtedly continue under Ambassador Ewing's leadership. He is well informed concerning our many joint efforts and will continue to support them.



h. The Records Information System (TRIS) was brought to initial operating capability as scheduled on 26 August. System validation and verification testing was conducted successfully that day by personnel from OIS and the DO. Agency Top Secret Control Officers (TSCOs) were notified the same afternoon that the Top Secret Control Automated Data System (TSCADS) portion of TRIS was operational. Users of the Records Center and Archives Management System (RAMS) were notified that RAMS is now available within TRIS.



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1. Office of Personnel (OP) and Office of Comptroller representatives met with Russ Neeley of the Office of Management and Budget (OMB) to discuss the Agency's proposed retirement legislation. This was a follow-on to the 15 August meeting and was a learning exercise for Mr. Neely on the details of our proposed retirement package. In his questions, Mr. Neeley focused primarily on cost and funding items and was particularly interested in getting dollar figures associated with the enhanced benefits in our proposal. Specific areas on how our legislation would be administered were clarified, and Mr. Neely was advised that the cost estimates for our proposal were developed by our consultant [redacted] with actuarial assumptions the same as utilized for analysis of the Stevens/Roth Bill and other retirement proposals under consideration. Mr. Neely found this impressive, and we stated we could involve [redacted] in subsequent discussions to clarify technical costs and funding questions. In the interim, we advised Mr. Neeley we would work with [redacted] to get answers to OMB's immediate questions on cost comparisons between the current Civil Service system, the Steven/Roth Bill, and our proposed retirement package. This information will be provided in writing early next week.

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n. A third Placement Directors Seminar was conducted and well received by the 22 placement directors in attendance. A highlight of this particular Seminar was a question-and-answer session where a useful exchange of recommendations/suggestions occurred for improving recruiter tradecraft.

o. Following almost two years of negotiations, a signing ceremony took place in which the Director of Personnel and the Assistant Secretary of the Army for Manpower and Reserve Affairs signed a mutually acceptable document establishing policies and procedures governing the participation of employees in the Agency's internal Army Reserve program. This updated agreement recognizes the need for safeguarding certain information pertaining

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to the participation of covert employees in the Agency's internal program and sets forth administrative procedures to ensure the protection of reserve data.

p. The OP/Hispanic Employment Program Manager made a recruitment trip to Texas for the Fourth Annual San Antonio Job Fair. Resumes were received from 172 interested candidates and 27 interviews were conducted. Several candidates have potential in the telecommunications and electronic technician areas.

q. On 16 August, Retirement Division (RD/OP) received the final approval for disability retirement for a terminally ill employee. On that same day, the individual had been readmitted to the hospital and was not doing well. There was one additional form to sign before the retirement processing could be successfully completed and, realizing the legal complications that could potentially arise if we were unable to acquire his signature, an RD representative hand-carried the necessary papers to the employee at the hospital. A few days later, we were advised that the employee had passed away but, fortunately, the prompt action by RD will greatly facilitate the settlement of the estate for the family.

r. Recently, the widow of an Agency Civil Service retiree requested our assistance in resolving a problem with the Office of Personnel Management (OPM) regarding health insurance coverage for her disabled 29-year-old daughter. Arrangements were made for contact with an OPM official with whom we work on a continuing basis and, as a result, immediate action was taken to forward the necessary papers to an insurance carrier allowing continued coverage for the daughter. The widow was extremely thankful for this assistance and will receive back payment for medical expenses in the near future.

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t. Funding was approved for a system concept study for a DATEX system (data communications switch) replacement. Currently, the DATEX system is not scheduled to be replaced until 1989 with the advent of the MERCURY system. Current projections show that DATEX will not even be able to meet known requirements by 1987. Hence, a near-term replacement is imperative.


u. In a joint effort, the Office of Information Technology (OIT) Technical Library and the Office of Central Reference Library have incorporated entries for Technical Library holdings into the Central Library catalogs. This new process will also eliminate duplicate cataloging efforts.

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v. During the reporting period, Special Security Center programmers completed writing the necessary software to modify the Community-wide Computer-assisted Compartmentation Control System (4C) System to include a Privacy Act file which will record all disclosures made to 4C consumers from the other existing 4C files. The Department of Justice has determined that such action is necessary to comply with Freedom of Information and Privacy Act requirements.

w. On 27 August, 17 Security Officer trainees completed the Special Agents Training Course. This was the fourth running of the Course during the fiscal year and brought the total graduates for the year to 64, a number unsurpassed in recent history. Another class begins in September.

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Harry E. Fitzwater

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1 - Ea. DA OD (via AIM/Wang)  
1 - SSA/DDA  
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